

# Preliminary Plat Checklist

## *City of Franklin Department of Planning and Sustainability*

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1. Applicants shall contact the Planning Department to schedule a Preapplication Conference. Applicants will be advised of the details of the review procedures and the number of sets of the plans to be submitted to the Planning Department. It shall be the responsibility of the Applicant to become familiar with the regulations, policies, and procedures of the City. At the Preapplication Conference, the Applicant shall designate one (1) contact person to work with the City for the duration of the project. **THIS SHALL BE THE PERSON RESPONSIBLE FOR THE QUALITY AND ACCURACY OF THE PLANS.**
2. Contact the Franklin Department of Planning and Sustainability:  
PO Box 305 Franklin, TN 37065-0305 Telephone: (615) 791-3212  
Micah Wood, Planning Supervisor (615) 550-6732  
Emily Hunter, City Planner (615) 550-6739  
Donald Anthony, City Planner (615) 550-6734  
Jonathan Langley, Planning Supervisor (615) 550-6977
3. Contact the Franklin Engineering Department: Telephone: (615) 791-3218  
Dan Allen, Assistant Director of Engineering (615) 550-6675  
Tom Ingram, Engineering Supervisor (615) 550-6666  
Carl Baughman, Traffic Engineer (615) 550-6663  
Crystal Piper, Stormwater Coordinator (615) 550-6670
4. **PRELIMINARY PLATS, WHICH DO NOT INCLUDE TREE PRESERVATION PLANS OR ANY OTHER ITEM OR PLAN SPECIFIED AS REQUIRED DURING THE PREAPPLICATION CONFERENCE, SHALL NOT BE ACCEPTED FOR REVIEW.**

**PLANS WHICH ARE NOT SEALED, SIGNED AND DATED AS REQUIRED BY STATE LAW AND BY CITY ORDINANCE SHALL NOT BE ACCEPTED FOR REVIEW.**

Project Name: \_\_\_\_\_

COF # \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_ FMPC Date: \_\_\_\_\_

Address all items not marked with an 'X'. See the Checkprint for additional comments. Return this checklist with the checkprint.

The following checklist depicts the submittal requirements for the Preliminary Plat process:

PRELIMINARY PLAT CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plats are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>A. Preliminary Information</b>		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit and Public Notice Affidavit	
4	The applicant shall notify, by mail, property owners located within 500 feet of the subject property and to applicable registered neighborhood organizations in accordance with Section 4.1.1. of the City of Franklin <i>Subdivision Regulations</i> .	
5	Fee (nonrefundable) NO PRELIMINARY PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
<b>B. General Information</b>		
6	Cover sheet, required for all plan submittals, including the applicable information listed below and a sheet index for all sheets included in the submittal set.	
7	Date	
8	North Arrow and graphic scale	
9	Site Location / Vicinity Map	
10	Name of proposed subdivision	
11	City of Franklin Project number (to be assigned once initial submittal is made)	
12	The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture.	
13	Contact information for professional(s) preparing the plans (including email addresses)	
14	All plans sealed, signed and dated by Tennessee licensed professional(s)	
15	The applicant shall provide any additional information, as determined by the City Staff that will be necessary to obtain an adequate review by the City staff and the FMPC.	
<b>C. Statement of Expected Project Impact</b>		
16	A verbal or written description of the location and scope of the proposed project	
17	Water utility district(s) and maximum capacity (in gallons per day) where site is located	
18	Statement describing the anticipated impact on water, sewer, re-purified (re-use) water, and drainage facilities, including expected needs in total gallons per day	
19	Statement describing the anticipated impact on streets shown in the Major Thoroughfare Plan	
20	Statement describing the anticipated impact on police, fire, solid waste, and public recreational facilities (include driving distances from nearest police and fire facilities)	
21	Static and residual pressures at nearest fire hydrant	
22	<p>The applicant shall submit a letter to the appropriate school district central office providing the school system with the following:</p> <ul style="list-style-type: none"> <li>• location of the proposed development;</li> <li>• the anticipated school-age population of the development.</li> </ul> <p>A copy of the letter sent to the school district shall be included with the application.</p>	

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### D. Existing Conditions Plan

23	Topographic contours at 2' intervals of site and surrounding lands within 500' of the site	
24	Geologic formations, including: rock outcrops, cliffs, karst topography	
25	Natural or man-made slopes of 14% to 19.99%	
26	Areas with slopes of 20% or more	
27	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits	
28	Watercourses, conveyances, and springs (perennial only)	
29	Water bodies and wetlands	
30	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain) and Floodway Fringe Overlay Zoning District Boundary	
31	Drainage basin(s) where the site is located	
32	Most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Show existing vegetation with delineation of percent of tree canopy cover.	
33	Location and caliper of all specimen trees	
34	Acreage and square footage of the site	
35	All base and overlay zoning districts, including character area overlay districts, within 500' of site	
36	Show and label development area standards (traditional or conventional) for the site and adjacent parcels	
37	Civil district	
38	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
39	Name, address, telephone, and e-mail address of land owner	
40	Names of all subdivisions and land owners owning lots adjacent to the site	
41	Existing road rights-of-way and street names within 500' of site	
42	Planned road network (including street names if available) within 1,500' of site (as indicated on the Franklin Major Thoroughfare Plan)	
43	Existing land uses on the site and surrounding parcels within 500' of the site	
44	Planned development within 500' of the site (consisting of approved, but not yet complete development)	
45	Railroad infrastructure and rights-of-way	
46	All easements (including drainage) with dimensions and designation as to type	
47	Mineral rights (if held by parties other than the owner of record)	
48	All historic properties within 500' of site	
49	Location and description (including date of construction and architectural style) of all historic structures or site features	
50	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	

### E. Preliminary Plat

51	Name of development and all individual neighborhoods within subdivision (if applicable)	
52	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
53	Preliminary lot lines, square footage, and dimensions to the nearest foot	
54	Total acreage of the site, to the nearest hundredth	
55	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
56	Length of project boundaries (including bearings and angles)	
57	Preliminary lot numbers	

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58	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
59	Total proposed gross and net density	
60	Proposed land uses on the site (including total acreage by use classification)	
61	Location and acreage of tree protection zones	
62	Location and acreage of major common open space areas, including minimum open space, buffers, and parkland dedication requirements	
63	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
64	Proposed connections to existing and proposed streets (including street classification) located outside the development	
65	Dimension from nearest existing street intersection centerline to the nearest lot line	
66	Depiction of circulation systems, including vehicular, pedestrian, emergency, and transit (if applicable)	
67	Connectivity index score	
68	All site triangles	
69	Proposed street light location and metering points (including seal and signature of electrical engineer)	
70	Street light details, including height, pole color and type, light color, and fixture type	
71	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
72	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
<b>F. Supporting Information</b>		
73	Traffic Impact Analysis (if required by City Engineer)	
74	Addressing Plan and CADD file	
75	Documentation from Williamson County Emergency Management indicating approval of proposed subdivision and street names	
<b>G. Resubmittal</b>		
76	Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plat shall be submitted to the Planning Department (109 3 <sup>rd</sup> Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plat shall be uploaded to the City of Franklin Online Electronic Plan Review site: <a href="http://franklin.contractorplanroom.com/secure/">HTTP://FRANKLIN.CONTRACTORPLANROOM.COM/SECURE/</a> . Failure to submit the paper copies & to upload the PDF copy of the plat by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.	